

**STATE OF TENNESSEE**



**TREASURY DEPARTMENT**

STATE CAPITOL  
NASHVILLE, TENNESSEE 37243-0225

**Administrative Assistant 2**

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 Billion Dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return abandoned property.

**DESCRIPTION:**

The Unclaimed Property Division is responsible for finding the rightful owners of the abandoned property under the administration of the State of Tennessee's Uniform Disposition of Unclaimed Property Act.

**RESPONSIBILITIES:**

- Post security transactions
- Complete the transfer or sale of securities
- Import and assign all claims received
- Request information and/or compliance from the public

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited two-year college or university with an associate's degree in a business or related field
- Bachelor's degree from an accredited four year college or university and/or experience dealing with reconciliations and security transactions is preferred

To apply, submit your resume to: [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov)

***The State of Tennessee is an Equal Opportunity Employer.***